

# Online Expense Portal

## QUICK REFERENCE GUIDE

### TUTORING SERVICES

The screenshot shows a web form for entering tutoring service expenses. The form fields are: Payment Date (text box with MM/DD/YYYY placeholder), Payment Method (dropdown menu), Vendor / Facility (text box), Payment Total (text box with 0.00 placeholder), Receipt File (text box with a Browse... button), Tutor Name (text box), Applicant Has Verified The Credentials (checkbox), Tutor Credential Type (dropdown menu), and Subject (text box). At the bottom are Save, Cancel, and Back buttons. Numbered arrows indicate the following steps: 1) A bracket groups the first six fields (Payment Date through Tutor Name). 2) An arrow points to the 'Applicant Has Verified The Credentials' checkbox. 3) An arrow points to the 'Tutor Credential Type' dropdown menu, which is open showing options: Bachelors degree, Doctorate degree, Masters degree, State Teaching Certificate, and Other. 4) An arrow points to the 'Subject' text box. 5) An arrow points to the 'Save' button.

1) Enter the following information:

- **Payment Date:** Select a date from the calendar, or type the date directly into the textbox
- **Payment Method:** How the card was used
- **Vendor/Facility:** Most likely the name of the tutoring service
- **Payment Total:** The amount of the transaction, as shown on the receipt
- **Receipt File:** Please note files cannot exceed 100MB and file names cannot include symbols (“\$#<>/”)
- **Tutor Name:** First and last name of the Tutor

2) Confirm that you have reviewed the tutor’s credentials (you will be prompted to upload the credentials once the information on this screen is saved)

3) Select a **Tutor Credential Type** from the drop-down menu

- Core subjects require the tutor to have either a college degree (in the appropriate subject), state teaching certificate or substitute teaching certificate
  - For older degrees that do not specify a subject matter, review college transcripts to confirm the tutor is qualified to teach that specific subject
  - Confirm teaching certificates are not expired
- Extra-curricular tutors require certificates or licenses, specific their subject, issued by a legitimate agency
  - Confirm certificates are not expired

4) Enter the **Subject** that tutor is teaching

5) Click [Save](#) to proceed

### UPLOAD CREDENTIAL

Tutor Credential for Billie Joe Armstrong

**Credential** Upload New Credential ☐

**Credential File**  Browse... **6**

**7** Save

- 6) Click **Browse** to upload a picture or electronic copy of the tutor's credential
  - This button will read, **Choose Files**, for Chrome users
  - Previously-uploaded credentials populate in the **Credential** drop-down menu so that they can be selected in future expense reports
- 7) Click **Save** to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

**Note:** A new expense entry is required for each payment.